

DIRECTORATE OF VETERINARY SERVICES (DVS)

**STANDARD OPERATING PROCEDURE FOR THE KENYA
ELECTRONIC SINGLE WINDOW SYSTEM (KESWS) ON THE
APPLICATION OF IMPORT AND EXPORT PERMITS**

INTRODUCTION

PURPOSE OF DOCUMENT

The purpose of this document is to present the Standard Operating Procedures (SOP) for the following processes facilitated through the Kenya Electronic Single Window System (KESWS) pertaining to **the Directorate of Veterinary Services**. These include;

- 1) Procedure for application of import permit
- 2) Procedure for application of export permit (International veterinary certificate)

The SOPs also define the interaction of the above mentioned Kenya Electronic Single Window System (KESWS) processes with other stakeholders involved in trade and logistics procedures.

The SOPs will serve as a roadmap to assist stakeholders in the use of KESWS. The document should be easily accessible to the users who interact with KESWS or the Stakeholders systems one way or the other.

A. DEFINITIONS

- A.1** KESWS- Kenya Electronic Single Window System
- A.2** DVS- Directorate of veterinary services
- A.3** PPB- Pharmacy and poisons board
- A.4** KRA- Kenya revenue authority
- A.5** KEVEVAPI- Kenya veterinary vaccines production institute
- A.6** IDF- Import declaration form
- A.7** OGA- Other government agencies
- A.8** UCR- Unique consignment reference number
- A.9** CD- Consignment document
- A.10** CO- Checking officer

A.11 IO- Inspection officer

A.12 KEBS- Kenya bureau of standards

A.13 PPHO- Port public health officer

Process, as used in this document, is a set of activities designed to accomplish a specific objective relevant to trade and logistics procedures. A process takes one or more inputs and turns them into outputs. Processes will be elaborated graphically through swim-lane diagrams where necessary, wherein the roles and responsibilities of different organizations will be depicted.

APPLICATION FOR THE IMPORT PERMIT PROCEDURE

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|--------------------------------|---|-------------------------|
| SOP Number: 0001 | Title: Procedure for application of an Import Permit | |
| Revision No: 0001 | Effective Date: 31/10/2013 | |
| Issued and approved By: | Director of Veterinary Services | Date: 31/10/2013 |

B. OVERVIEW:

Import Permits for veterinary goods are intended for the importation of live animals(both domestic and game), eggs, semen, embryos, hides & skins, unprocessed leather, animal feedstuffs, ingredients, fertilizers, incubators, hives, milk and other milk products, meat and meat products, aquatic products, honey, veterinary drugs, vaccines and accessories, genetically modified animals and micro-organisms.

C. SCOPE OF PROCEDURE:

The import permit generated is only valid within the scope of the above stated goods and time frame as directed by the DVS. As a prerequisite to formal application to DVS, the importer will first apply for an import declaration form from Kenya revenue authority. Additionally, in case of milk and milk products, the application has to be lodged first with the Kenya dairy board. Similarly, applications concerning veterinary drugs and vaccines are first lodged with Pharmacy and poisons board.

For game animals and their products, clearance is first sought from the Kenya wildlife services. Fish and other aquatic products will also require initial clearance by the fisheries department.

D. RESPONSIBILITIES:

- D.1** Importer is responsible for submitting the applications to both KRA and DVS through the respective clearing agent.
- D.2** DVS is responsible for import permit appraisal and subsequent approval or rejection.
- D.3** KRA is responsible for issuing the IDF.
- D.4** Customs officer gives final clearance of the goods after approval by the port veterinary inspector, who is an agent of the DVS.
- D.5** Pharmacy and poisons board also receive the application for importation of veterinary drugs and vaccines before it is taken to DVS. PPB and KEBS will also inspect this consignment at port of entry.
- D.6** For milk and milk products, Kenya dairy board will receive the application after DVS approval.
- D.7** Kenya bureau of standards and the port public health officer will also inspect milk, milk products, meat, meat products and honey imports at port of entry.
- D.8** For genetically modified animals and feedstuffs, the importer will apply to the National biosafety council, who will give the approval after consultation with DVS.
- D.9** KESWS will process the applications, route them to the relevant agencies for action and forward the responses back to the importer.

E. REQUIREMENTS

Registration requirements;

Importers of semen, embryos should be registered with DVS.

Hides, skins, unprocessed leather- with DVS.

Milk and other dairy products- with Kenya dairy board.

Veterinary drugs- with Pharmacy and poisons board.

Vaccines- with KEVEVAPI.

Genetically modified animals and feedstuffs- with National biosafety council.

Meat and meat products- with DVS.

F. STEPS

The steps below describe the application, submission and approval of import permit for veterinary goods. Details of interaction are available in the KESWS user guide.

- F.1** The importer is already registered with the relevant agency as outlined previously. Importer applies for IDF from KRA. This is done through the respective clearing agents.
- F.2** Importer logs into OGA system and selects the OGA, consignment type (in this case a consignment document), document type, process required. The online form is displayed depending on the selections made. System retrieves importer details from the UCR and pre-populates the common fields.
- F.3** Importer fills in all the other tabs i.e. transport, goods and item details and submits the document. He/she then logs onto the payment gateway of KESWS to generate the e-slip which will be used for payment of the processing fee at any bank using the system.
- F.4** Import permit reference number generated if application is successful.
- F.5** Checking officer from DVS receives the import permit request by logging into the OGA system and clicking on “view all requests” page. In case of documents which require a processing fee, The CO can only access the document if it has been paid for
- F.6** CO verifies the information and documents on the request.
- F.7** CO updates the status of the request. The CO may approve, query, reject or put on hold the request.
- F.8** If request is technically rejected or queried, importer will re-submit the request after amending the document accordingly.
- F.9** If request is put on hold due to insufficient information, importer has to provide this information off-line before CO can approve.
- F.10** If request is rejected process wise, importer has to make a fresh submission.
- F.11** After approval by the CO, the importer transmits the import permit to the veterinary authority of the exporting country, where inspection of the goods is done. If the import conditions of Kenya are met, the exporting country issues an international veterinary certificate, also known as an export permit, authorising for the goods to be exported to Kenya.
- F.12** Importer delivers the goods plus the accompanying export documents to the Kenyan port of entry where they are received by the customs officer.
- F.13** The port veterinary officer inspects the goods and documentation and gives approves if all is in order.
- F.14** In case of veterinary drugs and vaccines, the PPB inspector will also inspect the goods.
- F.15** In case of meat, meat products, honey, milk and milk products, KEBS and PPHO will also inspect the goods.
- F.16** For transit goods, DVS will issue the transit permit off-line. This will be submitted to customs officer and port veterinary inspector for clearance.

APPLICATION FOR THE EXPORT PERMIT (INTERNATIONAL VETERINARY CERTIFICATE) PROCEDURE

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|--------------------------------|---|-------------------------|
| SOP Number: 0002 | Title: Procedure for application of an Export Permit (International veterinary certificate) | |
| Revision No: 0002 | Effective Date: 31/10/2013 | |
| Issued and approved By: | Director of Veterinary services | Date: 31/10/2013 |

G. OVERVIEW:

Export Permits for veterinary goods are intended for the exportation of live animals(both domestic and game), eggs, semen,embryos, hides&skins, unprocessed leather, animal feedstuffs, ingredients, fertilizers, incubators, hives, milk and other milk products, meat and meat products, Aquatic products, honey, veterinary drugs, vaccines and accessories, genetically modified animals and micro-organisms.

H. SCOPE OF PROCEDURE:

The export permit generated is only valid within the scope of the above stated goods and time frame as directed by the DVS. As a prerequisite to formal application to DVS, the exporter will have acquired the import health requirements of the country of destination. These can, however, be accessed by the DVS via official websites. Additionally, in case of milk and milk products, the application has to be lodged first with the Kenya dairy board. Similarly, applications concerning veterinary drugs and vaccines are first lodged with Pharmacy and poisons board.

For game animals and their products, clearance is first sought from the Kenya wildlife services. Fish and other aquatic products will also require initial clearance by the fisheries department.

I. RESPONSIBILITIES:

- I.1** Exporter is responsible for acquiring the import permit from the destination country and submitting the applications to the DVS through the respective clearing agents.
- I.2** DVS is responsible for Export permit appraisal and subsequent approval or rejection.
- I.3** Customs officer gives final clearance of the goods after approval by the port veterinary inspector, who is an agent of the DVS.

- I.4** Pharmacy and poisons board give clearance for the exportation of veterinary drugs and vaccines before application to DVS. PPB and KEBS will also inspect this consignment at port of exit.
- I.5** For milk and milk products, Kenya dairy board will receive and clear the application before DVS approval.
- I.6** Kenya bureau of standards and the port public health officer will also inspect milk, milk products, meat, meat products and honey exports at port of exit.
- I.7** KESWS will process the applications, route them to the relevant agencies for action and forward the responses back to the exporter.

J. REQUIREMENTS

Registration requirements;

Exporters of semen, embryos should be registered with DVS.

Hides, skins, unprocessed leather- with DVS.

Milk and other dairy products- with Kenya dairy board.

Veterinary drugs- with Pharmacy and poisons board.

Vaccines- with KEVEVAPI.

Meat and meat products- with DVS.

K. STEPS

The steps below describe the application, submission and approval of export permit for veterinary goods. Details of interaction are available in the KESWS user guide.

- K.1** The exporter is already registered with the relevant agency as outlined previously.
- K.2** Exporter logs into OGA system and selects the OGA, consignment type (in this case a consignment document), document type, process required. The online form is displayed depending on the selections made. System retrieves importer details from the UCR and pre-populates the common fields. This application is done through the respective clearing agents.
- K.3** Exporter fills in all the other tabs i.e. transport, goods and item details and submits the document. He/she then logs onto the KESWS payment gateway to generate the e-slip for payment of the processing fee at any bank using the system.
- K.4** Export permit reference number generated if submission is successful.

- K.5** Checking officer from DVS receives the export permit request by logging into the OGA system and clicking on “view all requests” page. In case of documents which require a processing fee, the CO can only access the document if it has been paid for.
- K.6** CO verifies the information and documents on the request.
- K.7** CO updates the status of the request and may approve, query, reject or put on hold the request.
- K.8** If request is technically rejected or queried, exporter will re-submit the request after amending the document accordingly.
- K.9** If request is put on hold due to insufficient information, exporter has to provide this information off-line before CO can approve.
- K.10** If request is rejected process wise, exporter has to make a fresh submission.
- K.11** After approval by both the CO, the exporter delivers the goods and export permit, plus the accompanying import documents to the Kenyan port of exit where they are received by the customs officer.
- K.12** The port veterinary inspector inspects the goods and documentation and gives approves if all is in order.
- K.13** In case of veterinary drugs and vaccines, the PPB IO and KEBS will also inspect the goods.
- K.14** In case of meat, meat products, honey, milk and milk products, KEBS and PPHO will also inspect the goods.